AUBURN
Human Resources

Technical Production Director

Job Description

JOB INFORMATION

Job Code	EA32
Job Description Title	Technical Production Director
Pay Grade	TA10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	7/8/2024 10:13:04 AM

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Production & Administration

JOB SUMMARY

The Director of Technical Production directs and oversees Auburn University Theatre productions including scenic production for the Department of Theatre and Dance.

RESPONSIBILITIES

- Oversees and supervises the Auburn University Department of Theatre and Dance (AUTD) Scenic, Paint, Lighting, Sound, and Props areas including the building, implementation, and delivery of all scenery, rigging, automation, lighting, sound, props, and special effects elements for all AUTD productions.
- Collaborates and develops calendars, schedules, and cost estimates for implementing the Scenic, Paint, Lighting, Sound, and Props elements of AUTD productions. Manages the reviewing, drafting, constructing, painting, installation/load in of all scenic elements.
- Oversees hanging, circuiting, focusing of lighting instruments; building, pulling, modifying, and purchasing of all prop elements; rigging, and cabling sound equipment; attending all technical rehearsals and design and production meetings.
- Manages the development and maintenance of production and show expenditures as well as the submission of receipts to administrators according to set deadlines and processes.
- Maintains the facilities including all area equipment, tools, stock goods, and scenery at the AUTD facilities. Maintains and organizes inventory of AUTD tools, equipment, props, and facilities. Supports the technical needs of facility rentals by working with the Director of Production, Artistic Director, Communication and Marketing Specialist in the scheduling, logistics, and implementing the technical requirements of outside events.
- Ensures the development of engineering and construction solutions for production design, including structural design, rigging solutions, automation solutions, and material specification and procurement.
- Oversees AUTD workplace safety programs and implements, develops new protocols, and implements industry standard processes to maintain safe and best practices in a dynamic workplace.
- Serves as the instructor of record for at least one section of THEA Practicum course per semester. Teaches, mentors, and supervises students in the realization of all technical elements in the areas of scenic, paint, lighting, sound, and props, for AUTD productions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Master of Technical Production, Liberal Arts, Theater, or related field.	and	2 years of	Experience in technical support and/or scenic direction for a theatrical production.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent verbal, written, and interpersonal skills.	And
Ability to multi-task, prioritize and manage time effectively.	And
Knowledge and enthusiasm for the performing arts.	And
Knowledge and proficiency safely working at heights.	And
Advanced knowledge of theater rigging.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Climbing		X				
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.